DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
2000 Navy Pentagon
Washington DC 20350-2000

OPNAVINST 1500.69A
N732
10 October 1995

OPNAV INSTRUCTION 1500.69A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: NAVY TRAINING REQUIREMENTS REVIEW (NTRR)

Ref: (a) OPNAVINST 1500.27D (NOTAL)
(b) OPNAVINST 1500.67 (NOTAL)
(c) OPNAVINST 1500.70 (NOTAL)
(d) OPNAVINST 1500.71
(e) OPNAVINST 4790.2F (NOTAL)

Encl: (1) NTRR Process Flow Chart
(2) NTRR Schedule Guideline

1. **Purpose**

    a. To establish general policy for the cyclical review of shore-based training.

    b. To prescribe the process of this review.

2. **Cancellation.** OPNAVINST 1500.69 (NOTAL).

3. **Background.** It is imperative that shore-based training focus on fleet training requirements. To achieve this objective, a cyclical review of shore-based training is necessary to ensure that it meets fleet requirements and the demands of increasingly complex technology, combat systems and platforms. Subsumed in this cyclical review is the need to maximize the efficiency of training by integrating current instructional design and technology, and providing integral learning re-source centers. The goals of this review are:

    a. Provide the fleet with appropriately trained personnel.

    b. Eliminate redundant or non-essential training.

    c. Incorporate "Just-in-Time" and Core and Strand concepts where and when appropriate.

    d. Align training within "A" and "C" school pipelines with appropriate "F," "T," and "G" courses where feasible.

    e. Ensure other related training associated with the rating, including Rate Training Manuals (RTMs), Non-resident Training Courses (NRTCs), and advancement examinations are aligned with "A" school pipelines.

    f. Guarantee "A" and "C" school pipelines are in consonance with Submarines Qualification Standards (SQS), Personnel Qualification Standards (PQS), On Board Training (OBT), supplemental courses based on training task analysis (TTA), and, for those pipelines/courses attended by Marines, Marine Occupation Specialty (MOS), specific Individual Training Standards (ITS).

4. **Discussion**

    a. In general, the NTRR process is executed by an executive committee and working groups comprised of Resource and Program Sponsors and representatives from the Fleet, Bureau of Naval Personnel (BUPERS), Navy Manpower Analysis Center (NAVMAC), training agents and the U.S. Marine Corps as appropriate. Within the NTRR process, as detailed at enclosure (1), Fleet training requirements are collated and compared to current course curricula, and appropriate instructional revisions, deletions, and/or additions are mandated. Various naval communities have modified the general NTRR to accommodate their unique functions and environments. References (a) through (e) pertain.

b. A mechanism which supports the NTRR is the Navy Training Feedback System (NTFS). Description and policy are set forth in reference (d).

c. Objectives of the NTRR are:

(1) Provide a process for Resource and Program Sponsors to identify and correct training deficiencies.

(2) Establish a vehicle for curriculum review authorities' participation in the resource programming decisions.

(3) Assess and resolve the following:

(a) Technical accuracy of curricula

(b) Documented Fleet training needs

(c) Accuracy and compatibility of technical manuals, course data in the Navy Integrated Resources and Administration Systems (NITRAS), and the Catalog of Navy Training Courses (CANTRAC) with respect to courses reviewed

(d) Training safety issues

(e) Satisfaction of fleet requirements by officer and enlisted pipelines and training tracks

(f) Synchronization of Technical Training Audits, Navy Training Plan (NTP) updates and Naval Occupational Standards review

(g) NEC and billet file initiatives including deletion and or consolidation

(h) Training equipment concerns

(i) Instructional design and technology

(j) Attrition and student input and phasing issues

5. Scope. This instruction pertains to all formal shore-based training including Recruit Training, Apprenticeship Training, "A" and "C" schools, "F," "T," and "G" courses and other formal training as determined by the Resource Sponsors, including INTERSERVICE schools and courses attended by Marines and Foreign National students.

6. Policy

a. A full NTRR will be conducted at least every 3 years to include the following:

(1) The most recent Navy Occupational Task Analysis (NOTAP) Survey

(2) Training Task Analysis (TTA) results

(3) NEC and Naval Officer Billet Classification (NOBC) reviews

b. NTRRs will be chaired by cognizant Resource Sponsors and, where appropriate, co-chaired by Program Sponsors.

c. Participants will include representatives from training agents (Commander in Chief, Atlantic Fleet (CINCLANTFLT); Commander in Chief, Pacific Fleet (CINCPACFLT); Chief of Naval Education and Training (CNET); Bureau of Medicine and Surgery (BUMED); Commander, Naval Reserve Force (COMNAVRESFOR); Commanding General, Marine Corps Combat Development Command (MCCDC)), major claimants, systems commands (SYSCOM) and type commanders (TYCOM).

d. Resource Sponsors will maintain cognizant NTRR databases and provide information from those databases as required. Databases should include training problems (classified by type), resolution initiative, and status.

e. When impacted by a NTRR, NTPs will be updated at the earliest date after NTRR has been completed.

2

f. Quality of life issues which surface during a NTRR will be deferred to the training agent for resolution.

g. All NEC and billet file quantities will be reviewed at the NTRR. NEC deletion/consolidation recommendations will be submitted to NAVMAC for review and implementation.

h. Guidelines for the NTRR process are provided at enclosure (2).

7. Responsibilities

a. Director of Naval Training (N7) will:

(1) Establish NTRR policy and prescribe general guidelines for the NTRR process.

(2) Ensure NTRRs are conducted every three years for all shore-based formal training.

(3) Collect and collate NTRR schedules from Resource Sponsors annually.

b. Resource Sponsors will:

(1) Chair and as required co-chair with the Program Sponsor NTRRs for schools and courses under their purview.

(2) Identify schools and courses for review.

(3) Develop and provide a NTRR schedule to N7.

(4) Direct necessary programming actions to address and resolve NTRR actions.

(5) Identify NTRR participants. Invite and assign them to designated committees and working groups.

(6) Coordinate appropriate NTP, SQS, PQS, TTAs, Technical Training Audits, NOTAP, and Occupational Standards (OCCSTDS) reviews/conferences to coincide with the NTRR schedule.

(7) Develop and maintain a NTRR database.

(8) Publish results of each NTRR and disseminate them to cognizant activities, with a copy to N7.

(9) Ensure completion and/or execution of NTRR action items.

c. Training Agents will:

(1) In support of the Resource Sponsor collect, collate and provide course data to include attrition rates, setback rates, and funding information for current fiscal year - 2 through current year +5 for identified courses and any other required NITRAS data.

(2) Provide the necessary administrative support to conduct the NTRR and complete NTRR actions including, but not limited to, coordinating development and submission of issue papers, conducting schoolhouse meetings, drafting and initiating required correspondence and funding for cognizant training personnel as required.

(3) Conduct necessary curriculum comparisons and TTAs to develop and prioritize issues for the NTRR.

(4) Develop and issue cognizant NTRR timelines per enclosure (2).

(5) Develop and issue NTRR guidance to cognizant schoolhouses and subject matter experts.

d. Fleet Commanders in Chief, TYCOMS and CG, MCCD will:

(1) Provide representatives to the NTRRs to assess cognizant issues and provide subject matter expertise.

(2) Fund required NTRR participation.

(3) Develop and submit issues identifying concerns and deficiencies of courses under review.

(4) Function as the training agent when so designated.

e. BUPERS will:

(1) Provide current OCCSTDS to NTRR participants as required, and maintain OCCSTDS to coincide with NTRR schedules to the maximum extent possible.

(2) Forward OCCSTDS review results and associated issues to the training agent.

(3) Provide officer and enlisted community manager representation to the NTRR.

(4) Implement approved billet file changes to the Total Force Manpower Management System (TFMMS).

f. Training Support Agent/SYSCOM will:

(1) Attend NTRRs as appropriate.

(2) Act as linking pin with other related forums (e.g., program reviews, NTP conferences, etc.)

T. W. WRIGHT
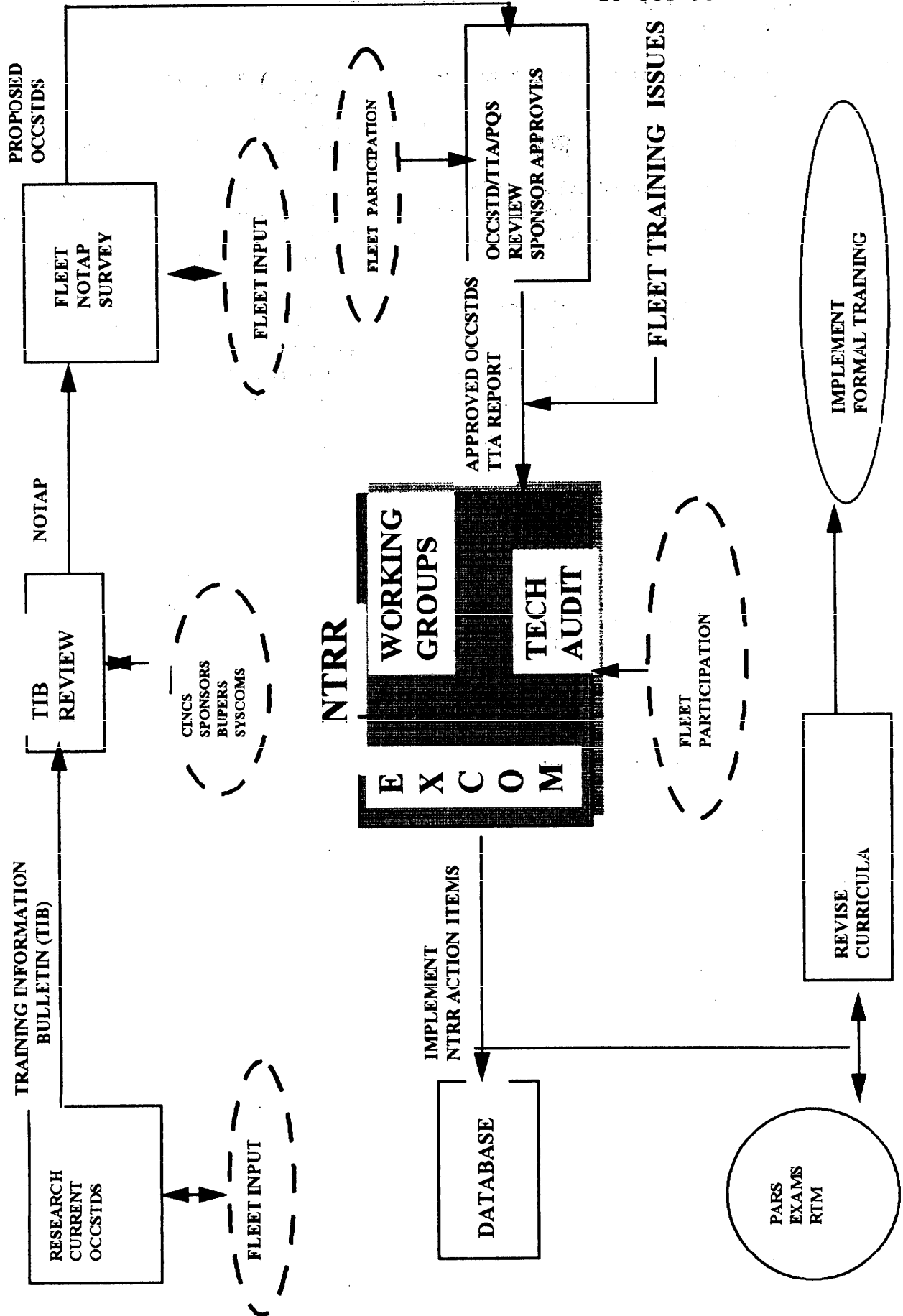Director of Naval Training

Distribution:
SNDL Parts 1 and 2

Chief of Naval Operations
(N09B34)
2000 Navy Pentagon
Washington DC 20350-2000 (250 copies)

SECNAV/OPNAV Directives Control Office
Washington Navy Yard Building 200
901 M Street SE
Washington DC 20374-5074 (60 copies)

Order from:
Naval Inventory Control Point
Cog "I" Material
700 Robbins Avenue
Philadelphia PA 19111-5098

Stocked: 300 copies

NAVY TRAINING REQUIREMENTS REVIEW (NTRR) PROCESS

PROPOSED OCCSTDS

FLEET NOTAP SURVEY

FLEET INPUT

FLEET PARTICIPATION

FLEET TRAINING ISSUES

OCCSTD/TTA/PQS REVIEW
SPONSOR APPROVES

APPROVED OCCSTDS
TTA REPORT

NOTAP

TIB REVIEW

CINCS
SPONSORS
BUPERS
SYSCOMS

TRAINING INFORMATION
BULLETIN (TIB)

NTRR

WORKING GROUPS

TECH AUDIT

E
X
C
O
M

FLEET PARTICIPATION

IMPLEMENT FORMAL TRAINING

RESEARCH CURRENT OCCSTDS

FLEET INPUT

IMPLEMENT
NTRR ACTION ITEMS

DATABASE

REVISE CURRICULA

PARS
EXAMS
RTM

NTRR PROCESS SCHEDULE

Purpose: To provide a guide for schedule preparation. Included are preferred time-lines, and check lists which are designed to allow participants adequate notice and preparation time.

NTRR PREPARATION

Cognizant Activity	Action	Time Frame
NAVMAC	Conduct NOTAP survey.	18 months prior to NTRR
NAVMAC	Analyze NOTAP results.	6 months prior to NTRR
NAVMAC	Publish preliminary OCCSTDS.	4 months prior to NTRR
Training Agent	Conduct TTA.	4 month prior to NTRR
Resource Sponsor	Provide 3-year NTRR schedule to ALCON.	Annually
Resource Sponsor	Issue NTRR tasking message.	60 days prior to NTRR
Training Agent	Notify host command and participating activities providing detailed NTRR requirements.	45 days prior to NTRR
Training Agent	Provide curriculum/topical outlines and master course schedule to participating commands.	45 days prior to NTRR
Participating Commands/Activities	Provide host command, resource sponsor and training agent name, rank/rate, office code and telephone number of representatives.	40 days prior to NTRR

Enclosure (2)

Participating Commands/Activities	Develop and submit issue papers to training agent, resource sponsor, program sponsor and appropriate training activity.	30 days prior to NTRR
Training agent	Conduct pre-NTRR as required.	20-30 days prior to NTRR

POST NTRR FOLLOW-UP

Cognizant Activity	Task	Time Frame
Resource Sponsor	Send message summarizing NTRR issues and major taskings.	15 days after NTRR
Resource Sponsor/Training Agent (as designated)	Promulgate detailed action item list to all participating commands.	20 days after NTRR
Training Agent	Provide quarterly summary status report to resource sponsor.	On-going until all actions are complete